

Dear Volunteer Group:

Thank you for your interest in Idaho's Adopt-a-Highway (A-A-H) Program. This highly successful program was developed by the Idaho Transportation Department (ITD) in an effort to overcome continuing litter problems along Idaho's roadways.

Volunteer groups can support ITD's anti-litter campaign by adopting sections of roadway and keeping them free of litter. A-A-H offers volunteer groups a rewarding project that gives members the satisfaction of making valuable contributions to their community and to all of Idaho's citizens. In addition, participation in the A-A-H Program generates favorable publicity for volunteer groups' activities.

A volunteer group may apply to adopt a two-mile section of roadway. Through the adoption, the group will have the responsibility of removing litter within their section, a minimum of two times a year, for two years. After each litter removal, the volunteer group will inform ITD of the pickup by completing an Adopt-A-Highway Cleanup Report Card and providing it to ITD's Volunteer Services Coordinator.

In this A-A-H information/application packet you will find an application, agreement, traffic control plan, safety tips, a question/answer reference guide and telephone numbers for district A-A-H Coordinators and ITD's maintenance sheds.

If, after reviewing this material, your group decides to participate in the A-A-H Program, please complete the application and agreement forms and mail them to: District 3, Idaho Transportation Department, Adopt-A-Highway Coordinator, P.O. Box 8028, Boise, Idaho 83707-2028.

After the application is approved, the District A-A-H Coordinator will provide the group with release forms which must be completed and returned to the District Coordinator prior to any participation in the A-A-H Program.

If you have any questions or need assistance, please call \_\_\_\_\_, District \_\_\_\_ A-A-H Coordinator at \_\_\_\_\_ or contact me at (208) 334-8465 or 1-800-443-2878. We look forward to hearing from you and appreciate your volunteer group's interest in the A-A-H Program.

Sincerely,

SHERIE SWEANEY  
Volunteer Services Coordinator

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Encl.



# IDAHO ADOPT-A-HIGHWAY PROGRAM APPLICATION



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(Name of Volunteer Group) **AS YOU WANT SIGN TO BE WRITTEN** (maximum lines and characters)

**Sign SHALL be limited to one or two lines wherever possible.**

**(USE OF A THIRD LINE FOR EXTREMELY LONG GROUP NAMES WILL REQUIRE SPECIAL ITD APPROVAL)**

PRINT: (Name of Contact Person)

(Date of Application)

(Mailing Address)

(Day Phone 1st Representative)

(City, State, Zip Code)

PRINT: (Name of Alternate Representative)  
Alternate Representative Required for Organizations

(Signature of President, Chairperson or Authorized Representative)

(Day Phone Alternate Representative)

**Total number of participants in group:** \_\_\_\_\_

**Number under 18:** \_\_\_\_\_

## Highway Section you are interested in adopting.

(Show highway number, beginning and ending milepost, and other information that will help identify the location)

Please list an alternate section to be used if the first choice is unavailable:

## FOR ITD USE ONLY

Approved Section

M.P. to M.P.

Segment #

County

After completing this form, mail it to:

Sherie Sweaney  
Idaho Transportation Department  
Adopt-A-Highway Coordinator  
PO Box 7129  
Boise ID 83707

## Idaho Adopt-A-Highway Program Agreement Terms And Conditions



The Idaho Transportation Department, hereinafter called ITD, and \_\_\_\_\_, hereinafter called the Volunteer Group, recognize the need and the desirability of litter-free highways and are entering into this Adoption Agreement (Agreement).

By signature below, the Volunteer Group, both jointly and severally, acknowledges the hazardous nature of the work and agrees, both jointly and severally, to the following terms and conditions:

- The Volunteer Group contact person serves as spokesperson for the Volunteer Group and is the Volunteer Group's contact with ITD. Any change in contact person information will be provided to the District Adopt-A-Highway Coordinator and ITD's Volunteer Services Coordinator.
- The Volunteer Group Alternate Representative serves as spokesperson for the Volunteer Group when ITD is unable to locate the Volunteer Group contact person.
- All volunteer groups, with the exception of individual/family groups, will provide the name and daytime telephone number of the Alternate Representative.
- Participants of the Volunteer Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the District Engineer for special conditions on a particular adopted section.
- Volunteer Group members shall be required to sign a release form and attend a safety meeting conducted by the Volunteer Group before participating in a litter cleanup. Every Volunteer Group shall conduct at least one safety meeting per year.
- Every Volunteer Group shall inform all participants of the possible presence of dust, exhaust fumes, plant pollens, sprays, etc. Any participant who may have allergic reactions to any of these conditions should be advised to refrain from participating in the litter cleanups.
- Participants shall not pick up syringes, needles, dead animals, and materials that appear to be toxic, hazardous, or contaminated with blood or urine. The volunteer group contact person will notify ITD of the location of these types of items.
- Each Volunteer Group shall be responsible for maintaining a first-aid kit and adequate drinking water while participating in litter pickup.
- The Volunteer Group shall obtain required supplies and materials from ITD during regular business hours. Supplies will be obtained by the Volunteer Group by completing an ITD-2863, Adopt-A-Highway Equipment Request Form.
- ROADSIDE LITTER PICKUP traffic control signs (48" x 48" roll-up) shall be obtained from ITD (except in adopted segment areas having drop-down traffic control signs), properly set up by the Volunteer Group prior to beginning the cleanup, and returned to ITD within one week after the cleanup has been completed.

- Unused supplies furnished by ITD shall be returned to ITD within one week following each cleanup. At the discretion of the District Engineer, safety vests and trash bags may be checked out to the Volunteer Group for longer periods of time.
- The Volunteer Group shall be responsible for placing litter in trash bags furnished by ITD. The bags shall be tied and placed on the roadway shoulder for pickup by ITD.
- Persons or Volunteer Groups shall not be denied the opportunity to participate in this program because of their race, sex, color, or national origin.
- Volunteer Groups that promote racial intolerance or harassment are not eligible to participate in this program.
- Each Volunteer Group shall be responsible for prohibiting participants from either possessing or consuming alcoholic beverages or illegal drugs while on the adopted section.
- When participants are younger than 18 years of age, the Volunteer Group shall furnish supervision by a minimum of one adult for every 10 participants. Participants younger than 18 years of age must have their release form signed by a parent or guardian before participating in the Adopt-A-Highway Program.
- The Volunteer Group shall pick up litter a minimum of two times a year, or more frequently if needed. Volunteer Groups will complete a Cleanup Report Card for each pickup and send the card to ITD's Volunteer Services Coordinator.
- Volunteer Groups shall adopt a section of roadway that is 2 miles long, when possible. Shorter sections may be adopted when conditions prohibit adopting 2 miles.
- Volunteer Groups shall be required to adopt a section for two years.
- Every Volunteer Group shall have the option of renewing the Agreement subject to the approval of the District Engineer, the Volunteer Services Coordinator, and continuation of the Adopt-A-Highway Program by ITD.

ITD agrees to accomplish the following:

- ITD will erect an Adopt-A-Highway sign at each end of the adopted section. The signs will display the Volunteer Group's name or acronym as approved by ITD.
- ITD will provide safety vests, trash bags, traffic control signs, and safety literature for the use of Volunteer Groups.
- To the extent possible, ITD will remove the filled trash bags from the roadsides the first ITD workday following the Volunteer Group's pickup.

Additional terms and conditions:

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The Volunteer Group acknowledges and agrees that if any actions by the Volunteer Group relative to the performance of this Agreement are determined to be contrary to any legislative restrictions or any restrictions on the use of appropriated funds for political activities or ITD policy, rules, or procedures, ITD shall have the right to take any and all necessary remedial actions, including, but not limited to, the removal of the Adopt-A-Highway signs displaying the Volunteer Group's name or acronym.

If, in the sole judgment of ITD, it is found that the adopting Volunteer Group is not meeting the terms and conditions of this Agreement, upon 30 days' notice ITD may terminate the Agreement and remove the Adopt-A-Highway signs. This Agreement may be modified in scope or altered in any other manner at the sole discretion of ITD. ITD reserves the right to modify or cancel the Adopt-A-Highway Program at any time and for any reason at the sole discretion of ITD.

ITD and the Volunteer Group both recognize and agree that in no event shall ITD have the right to control the Volunteer Group in performing the actual details of picking up litter from the section of roadway adopted by the Volunteer Group and, in picking up litter, the Volunteer Group shall act as an independent contractor.

ITD recognizes \_\_\_\_\_  
(Volunteer Group Name)

as the adopting Volunteer Group for the following roadway section:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Volunteer Group accepts the responsibility of picking up litter on this section of highway at least two times per year and promoting a litter-free environment in the community for a period beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_.

Authorized Signature for Volunteer Group	Signature, District Engineer, Idaho Transportation Department

# Volunteer Release Of Liability

## Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs

### (For Participants Under Age 18)



All participants under the age of eighteen (18) must have this Release form signed by their parent or guardian.

**Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.**

Volunteer Organization	Date
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I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and other volunteer activities on or near state highway right-of-way.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities on or near the state highway right-of-way.

I have attended the roadside safety training program as a prerequisite to participation in the Adopt-a-Highway and Volunteer Services Programs. (Does not apply to Rest Area Activities Program.)

Minor's Name (please print)	Minor's Address
Minor's Signature	
I certify that I am the above minor's legal parent or guardian and hereby grant permission for him/her to participate in the Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs. I further agree to abide by the stipulations set forth in the above paragraphs.	
Parent's or Guardian's Name (please print)	Parent's or Guardian's Address (if different from minor)
Parent's or Guardian's Signature	



## IDAHO ADOPT-A-HIGHWAY PROGRAM VOLUNTEER GROUP INFORMATION



Volunteer Group Name: \_\_\_\_\_

Total Number of Participants: \_\_\_\_\_

Number of Participants Under Age 18: \_\_\_\_\_

Volunteer Group Type (mark one):

- ☐ A. Youth/Student (Schools, Scouting, Church, 4-H, etc.)
- ☐ B. Fraternity/Sorority/College-University
- ☐ C. Family/Individual
- ☐ D. Employee-Private or Commercial Firm
- ☐ E. Employee-Public Agency
- ☐ F. Civic (Rotary, Lions, Kiwanis, Chamber of Commerce, etc.)
- ☐ G. Fraternal (Elks, Moose, Eagles, Grange, etc.)
- ☐ H. Miscellaneous Organization/Association (Good Sams, PALS, Senior Citizens, Garden Clubs, etc.)
- ☐ I. Church
- ☐ J. Other (Specify) \_\_\_\_\_

(Friends of: Unions, Disabled, Foundations, etc.)





All participants under the age of eighteen (18) must have a separate Release Form (ITD 2871) signed by their parent or guardian.

**Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.**

Volunteer Organization	Date
------------------------	------

I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and other volunteer activities on or near state highway right-of-way.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities on or near the state highway right-of-way.

I have attended the roadside safety training program as a prerequisite to participation in the Adopt-a-Highway and Volunteer Services Programs. (Does not apply to Rest Area Activities Program.)

[illegible]

# **ADOPT-A-HIGHWAY PROGRAM**

## **IF YOU HAVE QUESTIONS ABOUT:**

## **THEY CAN BE ANSWERED BY:**

A-A-H Statewide Coordinator	(Boise) 334-8465 or 1-800-443-2878
District 1 A-A-H Coordinator	(Coeur d'Alene) 772-1297
District 2 A-A-H Coordinator	(Lewiston) 799-4205
District 3 A-A-H Coordinator	(Boise) 334-8350
District 4 A-A-H Coordinator	(Twin Falls) 736-3088
District 5 A-A-H Coordinator	(Pocatello) 239-3307
District 6 A-A-H Coordinator	(Rigby) 745-5631
Applications	District A-A-H Coordinator or 1-800-443-2878
Bags, Trash	Local Maintenance Shed
Buttons/Patches (A-A-H)	334-8465 or 1-800-443-2878
Cancellations/Renewals	334-8465 or 1-800-443-2878
Change of adopted section	District A-A-H Coordinator
Clean-up Report Cards	334-8465 or 1-800-443-2878
Complaints	334-8465 or 1-800-443-2878
Dead Animals	Local Maintenance Shed
Hazardous Waste	Local Maintenance Shed
Information	District A-A-H Coordinator or 334-8465 or 1-800-443-2878
Junk Cars	Local Maintenance Shed
News Releases	Mail to Local Newspaper
Removal of Filled Trash Bags	Local Maintenance Shed
Rules & Regulations	334-8465 or 1-800-443-2878
Safety Training Video	Local Maintenance Shed/District A-A-H Coordinator
Signs (Litter Pickup)	Local Maintenance Shed
Signs (Group Recognition)	District A-A-H Coordinator
Signs (Stolen/Damaged)	Local Maintenance Shed
Speakers on A-A-H	District A-A-H Coordinators

## DISTRICT ADOPT-A-HIGHWAY COORDINATORS & MAINTENANCE SHEDS

<b><u>DISTRICT 1 COORDINATOR</u></b> (Coeur d'Alene)		772-1297	<b><u>DISTRICT 4 COORDINATOR</u></b> (Twin Falls)		736-3088
Bonnors Ferry		267-3531	Bliss		352-4620
Coeur d'Alene N & W		772-1240	Carey		823-4321
Coeur d'Alene S & E		772-1250	Fairfield		764-2347
Clark Fork		266-1417	Hailey		788-3365
Harrison		689-3686	Jerome		324-4401
Mullan		744-1276	Rupert		436-4630
Osburn		556-2711	Stanley		774-3581
Plummer		686-1523	Shoshone		886-7859
Priest River		448-1215	Sublett		645-2510
Sandpoint		263-3412	Twin Falls		736-3088
Santa		245-3201			
Spirit Lake		623-4491	<b><u>DISTRICT 5 COORDINATOR</u></b> (Pocatello)		239-3307
St. Maries		245-2021	American Falls		226-5094
			Blackfoot		785-0331
<b><u>DISTRICT 2 COORDINATOR</u></b> (Lewiston)		799-4205	Downey		897-5379
Bovill		826-3221	Malad		766-2900
Craigmont		924-5602	McCammon		254-3171
Deary		877-1118	Montpelier		847-1702
Fleming		926-4483	Pocatello		239-3376
Grangeville		983-1140	Preston		852-1712
Kendrick		289-3017	Soda Springs		547-4779
Kooskia		926-4670	Wayan		574-2385
Lewiston		799-4277			
Lucile		628-3809	<b><u>DISTRICT 6 COORDINATOR</u></b> (Rigby)		745-5631
Moscow		882-5125	Arco		527-8289
Orofino		476-4433	Ashton		652-7247
Potlatch		875-0414	Challis		879-4425
Powell		942-3395	Driggs		354-2288
Reed's Bar		842-2261	Dubois		374-5246
Weippe		435-4313	Gibbonsville		865-2253
			Idaho Falls		524-2146
<b><u>DISTRICT 3 COORDINATOR</u></b> (Boise)		334-8350	Irwin		483-2705
Banks		793-2383	Island Park		558-7350
Boise		334-8361	Leadore		768-2393
Bruneau		845-2710	Mackay		558-2246
Caldwell		459-7429	Mud Lake		663-4901
Cascade		382-4675	Salmon		756-3313
Council		253-6932	Sugar City		356-3575
Emmett		365-5841			
Hammett		366-7559	<b><u>STATEWIDE ADOPT-A HIGHWAY COORDINATOR</u></b>		
Idaho City		392-6629	Boise		334-8465 or 1-800-443-2878
Lowman		259-3311	FAX		334-8595
Marsing		896-4485	Voice/TDD		334-4458
Mountain Home		587-7966			
New Meadows		347-2291			
New Plymouth		278-3246			
Riddle		759-3207			
Weiser		549-1305			

## **GUIDELINES FOR LITTER PICKUP**

### **Litter Pickup --**

**Two Lane Two Way Roadways** -- Participants are restricted to one side of the roadway between the right-hand edge of the pavement and the right-of way fence or boundary at any one time. Litter on the pavement is **NOT** picked up by participants. Crossing back and forth over the roadway is prohibited on two-lane rural highways.

**Multiple Lane Divided/Interstate** -- Participants working within a median area shall be restricted to the minimum number of crossings required to gain ingress and egress from the median area. It is recommended that the transport vehicle be used to transfer the participants from working on the outside shoulder area to the median area. The transport vehicle can be used as a shadow vehicle (see definition below) to protect workers and minimize the potential for accidents.

**Parking** -- Volunteer groups should park their vehicles off the roadway shoulder and as near to the right-of-way fence as possible. It is recommended that a minimum number of vehicles be used to transport participants to the litter pickup area.

**Safety Vests** -- Participants must wear the ITD supplied safety vests during litter pickup.

**Shadow Vehicle** -- A vehicle used to give advance notice of work taking place through the means of either additional signing mounted on the rear of the vehicle, flashing emergency lights or a flashing rotating beacon. Shadow vehicles, when used, should be parked in advance of the work taking place or be used to follow a moving operation at a distance to give additional protection to the workers. When one large vehicle (van or bus) is used to transport the volunteers it may be parked on the shoulder closest to the litter pickup where it can act as a shadow vehicle for additional protection of the participants. This would allow parking on the inside shoulder for Median pickup or the outside shoulder for litter pickup between the shoulder and the right-of-way fence. If used as a shadow vehicle it will be required to have safety flashers or a rotating flashing beacon in operation during the litter pickup and be parked as close as possible to the outside edge of the roadway shoulder. Supplemental signing mounted on the back of the shadow vehicle may also be used to give additional advance notice to the traveling public.

**Signing** -- Traffic control signs should be mounted on temporary stands and placed adjacent to the edge of the shoulder.

**Two Lane Two Way Roadways (Figure 1)**-- Traffic control signs should be placed on both sides of the roadway where litter pickup is taking place. Signing should be at least 500 feet in advance of each end of the litter pickup section for each direction of travel. The lower edge of the sign must be mounted a minimum of one foot (1') above the roadway surface.

**Multiple Lane Divided (Figures 2 and 3)** -- Signing should be placed on both sides of the travel lanes a minimum of 1000 feet in advance of the litter pickup area. Signs must be mounted with the lower edge of the sign a minimum of six feet (6') above the roadway shoulder. If a shadow vehicle is used for litter pickup on Interstate roadways, consideration should be given to mounting supplemental signing on the back of the shadow vehicle that restates the "Roadside Litter Pickup" message.

# TRAFFIC CONTROL PLAN FOR VOLUNTEER GROUP LITTER PICKUP

FIGURE 1

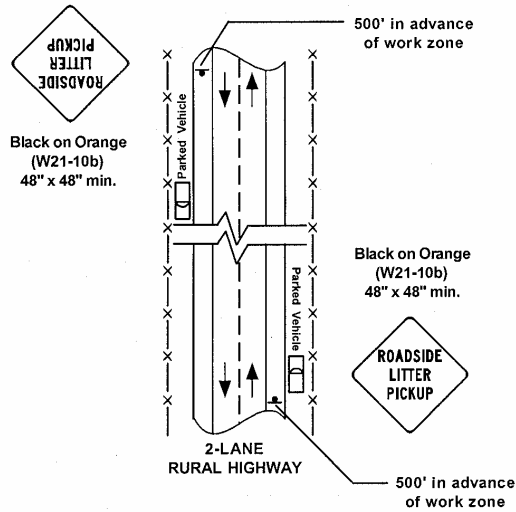
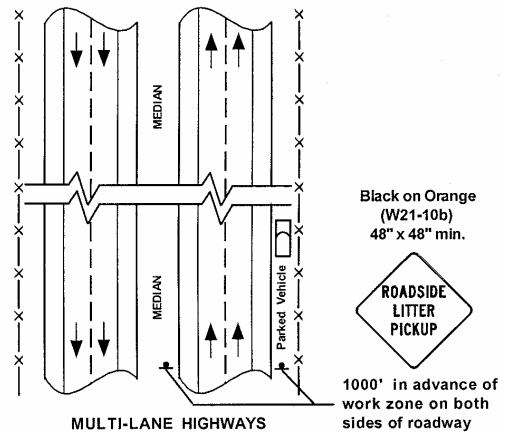
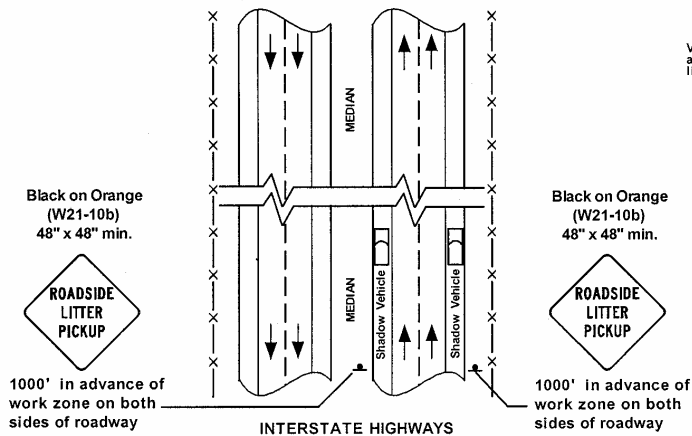


FIGURE 2



Vehicles should be parked off the roadway shoulder as near as possible to the right-of-way fence or boundary line.

FIGURE 3



Shadow vehicle should be used on outside shoulder or inside shoulder, but never both shoulders at once.

\*\* OPTIONAL \*\* Signing can be added to the back of shadow vehicles for additional advance warning.



## Safety Tips

- Have your litter pickup during daylight on fair weather days.
- Before litter pickup, review two inserts contained in your Adopt-A-Highway information packet: Traffic Control Plan for Volunteer Group Litter Pickup and Bag It, Move It, Leave It.
- Have a first-aid kit available. Put extra gloves and sunscreen in the first-aid kit.
- Wear gloves, long pants, sturdy shoes and an ITD issued safety vest.
- Headsets can interfere with your ability to hear oncoming traffic or other potential hazards and should not worn.
- Items that might cause injury, such as axes, knives, machetes, etc., should not be carried during litter pickup.
- Don't pick up litter on the roadway, bridges, in tunnels or on overpasses. These areas are especially dangerous for pedestrians.
- Stay clear of mowing operations and maintenance or construction activities.
- Be alert for snakes, stinging insects & poison ivy. Be cautious around tall grass and old logs.
- Don't try to make room in your litterbag by jumping or pushing down on it. You could cut yourself or the bag may rip and you might end up picking the litter up all over again.
- Avoid overexertion by resting when you need to and drinking plenty of water, especially on warm days.
- Never drink alcoholic beverages before or during your litter pickup.



# Bag It, Move It, or Leave It?

## Adopt-A-Highway Instructions for Handling Roadside Litter

### BAG IT

1. These items may be placed in a bag.
    - A. Small items made of paper, cardboard, plastic, styrofoam, wood, rubber, glass, or metal provided that the item does not have sharp edges.
    - B. Small, empty containers provided that the item does not have sharp edges.
- Adopt-A-Highway volunteers are encouraged to recycle.

### MOVE IT

1. These items should be placed alongside your tied bags.
    - A. Items with dull, pointed edges that might tear a bag.
    - B. Large items that would prevent a bag from being properly tied closed.
    - C. Heavy items that could tear a bag, provided that the item can be moved without causing physical injury.
    - D. Containers that are not empty *if* the contents won't spill when moved *and* you can identify the product as one that is not hazardous. If you suspect that an item contains urine, do not move it.
- If in doubt, leave the item alone.

### LEAVE IT

1. These items should be left where found without taking further action.
  - A. Sharp, large, or heavy items that could cause physical injury if moved.
  - B. Any item in an unsafe location (near traffic lanes, on unstable ground, etc.)
2. Report these items to your local ITD representative listed on the blue phone sheet provided in the Adopt-A-Highway packet. If you are unable to speak directly to an ITD employee, please leave a voice message.
  - A. Items you are not permitted to bag or move that will not be easily visible to the ITD crew collecting your tied bags.
  - B. Securely closed items containing hazardous substances. \*
3. Keep a safe distance away from the following items and do not disturb them in any way. Report these items to your local ITD representative listed on the blue phone sheet provided in the Adopt-A-Highway packet.
  - A. Any item that you cannot identify and suspect may be hazardous.
  - B. Unclosed or leaking items containing hazardous substances. \*
  - C. Items with hazardous material labels.\*
  - D. Items that could pose an immediate danger. \*

\*See back for examples

If you find any of the following items, please call your local district maintenance shed. Shed locations and telephone numbers are listed on the blue reference sheet titled “District Adopt-A-Highway Coordinators & Maintenance Sheds”. The sheet is included in the Adopt-A-Highway information/application packet and was provided to your group contact.

## Item

### Miscellaneous Items

Any item that you cannot identify and suspect may be hazardous.

### Hazardous Substances

Spills of liquid or powdery substances

Fuels

Motor oils, petroleum products

Antifreeze

Batteries

Paints

Human urine, feces, bloody waste

Syringes

### Extremely Hazardous Items

Explosives

Weapons, unspent ammunition

Items with hazardous material labels (see examples below)

Unlabeled medicines

Possible drug paraphernalia\*\*

\*\* Methamphetamine drug lab waste can be found in many shapes and forms. Propane cylinders from grills are used to transport anhydrous ammonia. This ammonia can burn your skin and cause severe respiratory damage. Other lab waste could include medicine boxes, pill residue (putty looking substance pink to red in color), respirator masks, rubber gloves, rubber hosing and clamps, pyrex glass, corning containers and other containers with rubber hoses attached.

### EXAMPLES OF HAZARDOUS MATERIALS LABELS







Idaho Transportation Department  
3311 West State Street  
P.O. Box 7129  
Boise, Idaho 83707

